

East Boston Camps Master Plan Committee
April 14, 2005
7:30AM
Millennium School Administration – Conference Room A

The following are minutes of the Town of Westford – East Boston Camps Master Plan Committee meeting of April 14, 2005. A permanent set of these minutes (maintained for a period of six years) is retained in the Town Clerk's office. A set of these minutes are also retained in the Town Manager's Office.

Members Present: Board of Selectmen – Dini Healy-Coffin, Citizen Representatives – Denise Brunelle, Angela Harkness, Kirk Ware, Conservation Commission - Peter Mahler, Park & Recreation – Max Steiner, Water Commissioners – Leslie Thomas, Westford Land Preservation Foundation – Nancy Rosinski

Present: Town Manager – Steve Ledoux, Asst. Town Manager – Norman Khumalo, Park, Recreation, and Cemetery Director – Patricia Savage

East Boston Camps Caretaker – George Fletcher, Westford Conservation Trust/Interested Resident - Marian Harman, Conservation Commission/Interested Resident– Margaret Wheeler

Handouts: East Boston Camps Master Plan Committee Charter; Deed of Property; Conservation Restriction to Westford Land Preservation Foundation, Inc,

The “kick off” meeting of the East Boston Camps Master Plan Committee (EBCMPC) was called to order by Town Manager Steve Ledoux at 7:35AM.

He reviewed the charter for the committee as established by the Board of Selectmen.

The East Boston Social Center, Inc. per agreement will continue to operate the “camp” program for this summer – 2005. If through the planning process the Town determines to offer future “camp” programs than for the next 5 years, 20-25% of enrollment spaces will be available to low, income youth. An annual report on the Town's efforts toward the 20-25% goal will be presented to the Hyams Foundation. As for funds for the plan and the property: there was a savings from purchase and sale as the Town was able to do a direct purchase and not via Trust For Public Land as was presented at Town Meeting (\$25,000); FY'06 line item in budget (\$50,000); Norman Khumalo stated an application for Forestry Management Grant has been submitted (\$5,000-\$25,000). Norman is hopeful that the Town will receive the grant.

Each participant introduced themselves and gave a brief statement as to their participation/interest on being part of the EBC Master Plan Committee.

A number of business items were addressed:

- The selection of committee chair was deferred until the next meeting.
- How often to meet would be determined once tasks are set
- Best day/time to meet
 - Thursdays worked best for most
 - Mornings from 7:30-8:30AM
- Timeframe
 - East Boston Social Centers, Inc. would need to know the “camp” status by January 1, 2006

The group began a discussion on how to proceed with the development of a management plan, what information is needed, what information is available, and whether a consultant would be helpful. Is there a topographical map and is there a need for one? What is the need for land survey depicting vernal pools, wetlands etc.? Most of the larger parcel is forest with the only disturbed areas being the “camps” (includes roads, trails, beaches, camp fields, tennis court, buildings). Norman Khumalo will pull the baseline information that the Town has for the next meeting.

George Fletcher brought up an immediate need; with the increased number of people using the property he has seen an increase in trash and vehicular traffic. Some signage should be put up immediately which can be changed once a master plan is finalized. Dini Healy-Coffin in addressing the trash stated it’s more than just putting out a barrel, who’s going to remove the trash, and where will it go? Nancy Rosinski asked about automobile traffic and whether to put in gates. Leslie Thomas volunteered Pat Savage to present suggested signage for the next meeting; Peter Mahler said Bill Turner would be able to give Pat the regulations for Conservation Commission properties. Dini Healy-Coffin had a contact for the Groton Trail and Leslie Thomas for Great Brook Farm.

The discussion turned toward marketing and the best means to communicate to the public. Max Steiner emphasized the strength of the previous public campaign on the purchase which clearly helped as was evident at Special Town Meeting. As a business plan is developed a committee sub-group to address marketing and publicity may be formed. Should a logo be designed, should there be a weekly column in the Eagle etc?

The next meeting will be a brainstorming session. Each person is to come with a list of ideas of immediate needs and long term use. The SWOT method was briefly presented Strengths, Weakness, Opportunities, and Threats. There may be sub-committees developed to address specific aspects of a business plan.

Next meeting: Brainstorm session; Draft interim rules for property use; Photogram tic – Norman (Kirk); cost for property/boundary lines.

George reminded the group that expenses occur on the property today, electrical – no meter for 20+ years The status of the buildings – Hyams had a facilities survey approximately 4 years ago on the cost to update restroom facilities (the current facilities are located too far from the cabins). Steve Ledoux has a list of what is owned by the East Boston Social Centers, Inc.

Flip chart – next meeting

Next Meeting April 28, 2005 7:30AM – Millennium – Conference Room A.

Accepted and approved May 12, 2005